# Miramar Ranch Elementary
# Parent/Student Handbook
# 2016/2017

*10770 Red Cedar Drive*
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# WELCOME TO MIRAMAR RANCH ELEMENTARY SCHOOL

## *A Message from the Principal's Desk*

This parent/student handbook will provide you with general information about our school, available programs, and our school-wide behavior plan. Please read this information and review it with your child(ren). If you have questions, please contact your child's teacher. Thank you for your continued support. The staff here at Miramar Ranch looks forward to working with you during this school year.

Miramar Ranch Elementary School opened in September 1976. It is located in the heart of the Scripps Ranch community and has an enrollment of approximately 750 students. Miramar Ranch operates on a traditional school schedule and has a diverse population.

The administration and staff strive to provide a quality education for all children. Our school is a community of learners in which all children are encouraged to achieve academic and social success, to enjoy learning, to celebrate diversity, to develop analytical skills, and to model exemplary behavior. We empower our students to take responsibility for their own learning. They are active participants, and every child has a responsibility not just to perform a task, but to do it to the best of her or his ability.

In order for children to excel, they require an environment that encourages them to take risks in their learning. Our staff works together to create a nurturing environment so that students can take risks without anxiety, can think critically, and are encouraged to ask questions about their learning and their world. Our motto is, "Work Hard and Be Nice".

The instructional program integrates core curriculum components with all traditional subject areas and emphasizes high academic standards and high expectations. Teachers incorporate a variety of instructional strategies to address individual learning styles. Parents are encouraged to actively participate in school activities directly related to their child's educational experience and academic success in school.

We look forward to an exciting and rewarding school year!

***Peggy Crane***
***Principal***

## Table of Contents

General School Information…….…… 3

Safety and Health Issues…..……. 6

Instructional Program…….. 8

Student Resources and Opportunities……..…… 12

Parent and Community Resources……..……. 13

Character Education……..13

Discipline Policy……..…… 14

Student Dress Standard and Bicycles……. 16

Student Nondiscrimination and Sexual Harassment Policy… 17

Zero Tolerance…… 18

Network Use Guidelines……. 19

Media/Video & School Web Site Release ……. 21

Permissible School Fees, Fundraising and Donations……... 22

Library/Media Center ……..... 24

Bullying, Harassment and Intimidation Prohibition Policy.. 25

# General School Information

## Residency Policy

Students may attend Miramar Ranch Elementary if they reside within our boundaries. A proof of residency is required for registration. Residency is defined by Education Code as the place where the student sleeps/resides a majority of the time. A family may not claim more than one primary residence. Homes of grandparents, friends, or other relatives may **not** be used to establish residency. The office is required to substantiate any resident claim where there is a doubt of authenticity. Nonresidents may apply to attend Miramar Ranch through the Choice program.

## Vision

Miramar Ranch Elementary School is committed to partner with students, parents, teachers and community members to develop confident, responsible, compassionate, cooperative and creative students. Our commitment is to provide a safe and academically rigorous environment that challenges all students to rise to their highest potential.

## Morning Arrival

For your child's safety, students should arrive at school **no earlier than 7:30 a.m.** when supervision is provided. Upon arrival to school, students are to go directly to the playground and wait in line with their classmates at their room number or they may participate in Running Club on the lower field. Students are to keep backpacks, lunch boxes, etc., with them when lining up in the morning. Do not drop these things off at the classrooms as these areas are not supervised before school starts. **All children** are prohibited from using the playground equipment both before and after school.

Students eating breakfast at school may arrive no earlier than 7:15 a.m. and should go directly to the cafeteria. Supervision will also be provided for those eating breakfast between 7:15 and 7:35 a.m.

## Tardiness

Our tardy policy is the same in every classroom. The first bell will ring at 7:40 a.m. and will serve as a signal that it is time to line up. At that time the teachers will meet their classes and walk them to the classrooms. The second bell will ring at 7:45 a.m. and will signal the start of the instructional day. Attendance and tardies will be noted and marked by the teacher after the last student in line has entered the classroom. By taking attendance and marking tardies in this manner in every classroom at our school we will fairly and consistently take attendance and mark tardies. Children arriving late to school cause classroom disruption and require additional teacher time for directions and assignments already presented. They also begin the day feeling left out of the loop. **Please be sure your children arrive at school on time. The first bell to line up is at 7:40am. If your children are not at school by 7:45 a.m. they are tardy. Parents will be contacted by the school and/or the District if their child has recurring tardies to assure arrival to school on time.**

## Attendance

**The San Diego City Schools District is making a special effort to reduce absences. Regular attendance and prompt arrival is essential for success!!! State law places the responsibility for regular attendance upon the parents. If your child is going to be absent, it is imperative that a parent call the school office (NOT the teacher) on the first day of their child's absence; give their child's name, room number, and the reason for the absence. Our 24-hour attendance number is 858-271-0470 ext. 1120.**

**Excused Absences -** Absences for the following reasons are excused but not funded. Funding is only earned for a day when a student is present.

- Verified illness
- Verified medical or dental appointments
- Attendance at funeral services for a member of the immediate family.

These are the only absences recorded as "excused" by the district. Medical and dental appointments should be scheduled after school hours when possible. Family Vacations should be planned outside of days of student attendance.

**Truancy** – The District, not the school, automatically generates a truancy letter for students who have three unexcused absences, three tardies of over thirty minutes, or a combination of both. Remember an absence can be excused by a parent and not the district (see excused absences above).

**Independent Study Contracts** – Study Contracts can be arranged in advance for absences of at least five school days, but not more than 20 school days. This ensures an excused absence and assignments for the students. Please contact the school office to make arrangements no later than **one week before the start of the contract** so the teacher has time to prepare the work. Your cooperation in promptly reporting absences is greatly appreciated.

Procedures for Independent Study Contracts (ISC):

- Contact the school office to receive an ISC
- Parent will fill out and sign the contract
- Teacher provides classroom work that will be missed
- Student will turn in completed work upon their return

If your child will be gone less than 5 days inform the teacher and ask the teacher to get together the work that your child will be missing. If the work is completed and returned to the teacher, the absence will be marked an excused absence instead of unexcused. Make sure you notify both the teacher and the office one-week ahead of the absence.

## Cafeteria Services

The school cafeteria serves a well balanced breakfast and lunch daily. The Kid's Choice Cafe has proven quite successful. For lunch students have a choice of one entrée, salad bar, snack, milk and/or juice daily. Students are choosing and eating their school lunches now. The Point of Sale program provides a pin number account for each student. Students can purchase breakfast or lunch on a daily basis or use their prepaid pin account. Parents are encouraged to purchase meals in advance for their child. **Please include cash or a check made out to Miramar Ranch School Cafeteria with the student's name, room number, and the amount enclosed written on the sealed envelope, and submit to the office or cafeteria in the morning.** Make a note on the check if you are paying for more than one child with their names and room numbers. Please do not send large bills, as we do not have change available in the office.

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| **Breakfast** | $1.00 | Breakfast will be **served** from 7:15 –7:35 a.m. each morning. |
| **Lunch with milk** | $2.25 | Lunch is not sold without milk unless a written statement from your doctor is on file with the cafeteria. |
| | $0.50 | Milk can be purchased for those bringing a lunch from home. |

Some students qualify for free or reduced priced meals. Information will be sent home with all students at the beginning of the school year. A reminder is sent home with the child when the account is running low. Unfortunately, sometimes these reminder slips never make it home, therefore please monitor the balance of your child's lunch account. We will contact a parent if your child's account is out of money.

## Healthy Recess Snacks

We encourage staff and students to enjoy a healthy snack at recess time. Please help your child choose wisely from foods such as fruit, string cheese, crackers, juice, or half sandwich. Please no Top Ramen, sunflower seeds, Flaming Hot Cheetos, canned potato chips, soda in cans, candy, or over-sized portions.

## Lost and Found

The lost and found cabinet is located in the Multipurpose Room. Please mark all belongings with your child's full name and room number. All unclaimed articles remaining at end of each month are donated to charitable organizations. Periodically we will display all the lost and found items in the lunch arbor. Please read your Parent Bulletin for the dates and times.

## Voice Mail and Phone Use

Our school has Voice Mail. We are pleased with how this system improves home/school communications. Parents can leave messages for their child's teacher on their voice mail. The system will be accessible 24-hours a day. Teachers will check for messages before school and after school. Your call will be returned by the teacher within two school days. For your convenience, you will receive a complete listing of extensions. **IN CASE OF AN EMERGENCY YOU WILL ALWAYS BE ABLE TO PRESS "0" FOR IMMEDIATE HELP FROM THE OFFICE STAFF.**

Students' use of the office phones is for emergencies only. Students are encouraged to bring all needed materials and assignments to school without the need to phone home for forgotten items. If they are going home with a friend, arrangements need to be made before they come to school. Students are not to call home at dismissal or at the conclusion of any after school activity to arrange for their ride.

## Inclement Weather Days

If the weather is quite bad, your child will not be sent out of doors at recess or lunchtime. "Bad" weather usually constitutes rain, extreme wind, extreme heat, or a day that seems quite cold because of a combination of cloudy weather and wind. Please dress your child appropriately for the weather. Students eat lunch outside beneath the covering due to space limitations. Other than the conditions described above, we encourage all children to go outside for recess. If a child is too sick to go outside, he/she is probably too sick to be at school.

## Hot Weather

Our school has a "hot weather" plan in place for continued operations of our school during periods of extremely hot weather. We want to make sure our students are as comfortable as possible in school so that their learning can continue. As a result, our school has a number of guidelines in place for planning instruction during hot weather.

**Instructional Program Modification** – We have advised our teachers to rearrange their daily schedule so that basic skills subjects are taught at the optimal time. Physical education activities are limited to less strenuous activities and/or are rescheduled to a more appropriate time. We encourage students to limit their physical activity and drink plenty of water at recess times.

**Keeping Students Cool and Hydrated** – Students are encouraged to bring containers of water to school during hot weather. Water fountains are available at our school and we encourage students to take extra water fountain breaks throughout the day.

## Pets

Ask the teacher before bringing any animal to school. The recommended stay is 10-15 minutes. You may not bring hamsters, mice, rats, black widow spiders, rattlesnakes, unbanded parrot-like birds or any animal that bites. **Dogs (other than service dogs) are not allowed on campus at any time. Please do not bring dogs onto the campus when picking up your child.** Bus drivers will not allow animals to board the bus.

## School Logo Wear

T-shirts and sweatshirts with the Miramar Ranch logo printed on them are available for purchase. Order forms will be sent to all families at the beginning of the school year. Order forms will also be available in the hallway in front of the office. A great day to wear your Miramar Ranch logo wear would be on Spirit Dress-up days.

# Safety and Health Issues

## Release of Students

Parents are reminded that students are expected to remain on the school grounds during school hours. If you wish to have your child released from school during school hours, please come to the office and obtain a release slip**. For your protection and the child's, students are only released to parents, guardians, or other authorized persons whose names are listed on the student's registration card and who show a valid picture ID. Students will not be released by telephone requests.**

## Registration Card

Please notify the office immediately if any information on the registration card changes during the school year. This information is used for parent contacts, release of students, or in the case of an emergency. Your cooperation in keeping a registration card with current information is greatly appreciated.

## Dismissal

School is dismissed at 2:05 p.m. on Mondays, Tuesdays, Wednesdays, and Fridays, and at 12:10 p.m. on Thursdays and other minimum days. Upon dismissal from class, students are to depart the school grounds from designated exits. Students are not to use the stairs inside the building to exit the school unless accompanied by an adult. At dismissal, please do not attempt to pick up children from the School Safety Patrol Zone or staff parking lot. Picking up students in these locations creates a safety hazard to students and drivers alike. Safety is our greatest concern and there have been far too many near misses in recent years. Please advise your child(ren) to follow the rules below. Your cooperation is needed and greatly appreciated by the Miramar Ranch community.

**The Safety Rules which are to be followed by all students are:**

1. **STOP, LOOK, AND LISTEN**
2. **Cross ONLY at crosswalk**
3. **WALK, don't run, across street**
4. **Don't cross the street between cars**

**It is very important that students leave the campus promptly after school ends. Please make arrangements with your child for a meeting place at dismissal. Students who have not been picked up in a timely manner will be brought to the office. Parents will be contacted and the incident will be logged in. The office staff cannot be responsible for students left in the school office after hours. If parents cannot be reached, school police will be called.**

## Safest Route to School

Students who are walking to school or dropped off on the south side of Red Cedar Drive must use the crosswalk located at the front of the school. Students will enter the school grounds through the Kindergarten playground and up the steps to the upper playground. Access is also allowed at the pedestrian gate located near B5 as well as the gates onto the lower field.

At dismissal, students will depart from various exits throughout the school. Students, who are walking from school, or being picked up on the south side of Red Cedar, must use the crosswalk located at the front of the school.

## Traffic and Parking

Please obey all traffic laws, parking ordinances, and the Safety Patrol when driving or parking at school.

Our school Safety Patrol members are selected for their leadership ability and are trained by an officer of the San Diego Police Department. The school Safety Patrol is trained to assist pedestrians crossing Red Cedar Drive before and after school. The San Diego Police Department will be monitoring the safety of Miramar Ranch and will enforce traffic laws and write citations as necessary.

Bus parking is clearly marked **NO PARKING** on Red Cedar Drive next to the driveway. San Diego Police will issue tickets to people who stop or park in the bus-parking zone from 7:00 a.m. to 4:00 p.m.

Although it may take a few additional minutes, the crosswalk that is controlled by the Safety Patrol should always be used for safety reasons. We ask that parents also cross at crosswalks in order to model for your children. Cars will not be allowed to pass through the parking lot in front of the school entrance for loading or unloading students. Please encourage your child to use the crosswalk when crossing Red Cedar Drive.

The upper parking lot is not available for drop off and pick up of students. The parking lot is closed from 7:20 – 8:30 a.m. and from 1:50 – 2:20 p.m. On Thursdays, when school is dismissed earlier, the lot is closed from 11:45 - 12:15 p.m. The gate will be locked from 7 p.m. - 6 a.m. Monday through Friday and on weekends and holidays.

Much of the street parking in front of Miramar Ranch is designated a three-minute passenger pick-up zone during peak congestion periods throughout the day. **The three-minute passenger loading zone begins in front of the school and ends near the traffic light at the north end of Red Cedar Drive. Cars are not to be parked for longer than three minutes in this zone during the times posted.** Please do not leave your car unattended.

Our Parent/Teacher Patrol is comprised of parent and teacher volunteers. Their purpose is to provide the safest arrival and dismissal for students, families and community members. Some services that they provide are: assistance for students with getting into and out of vehicles with personal belongings in an expedited manner; encouraging an orderly flow of cars while at the same time maximizing curb usage; encouraging the use of crosswalks; and providing a visual reminder to be safe and courteous to all. Your support of their efforts is much appreciated.

## Health and Accident Procedures

Administrating Medication at School -

- Children may not be given any kind of non-prescription medication at school unless he/she has a statement from a physician.
- Parents must submit a "Physician's Recommendation for Medication" for any student who must take medication during the school day, including all short term medications such as antibiotics and ointments, prescribed by a physician. The medicine must be in it's original container and the label must include 1) name of student, 2) name of prescribing physician, 3) an identification number of the prescription on the container, 4) name of pharmacy, 5) the amount of medication to be taken and time(s). **Parents are responsible for maintaining their child's supply of medicine in the office. No injections may be given at school except by a registered nurse**. **All medicines are kept in the nurse's office.**

Injuries at school - Staff will take care of all minor injuries at school. In the event of a more serious injury, parents are always notified and may be requested to come to the school for their child. Names and phone numbers of those legally empowered to take charge of an injured child, in the event the parent cannot be reached, must be on file for each child.

## Criteria for School Attendance and Health Issues

- Children too ill to participate in normal school activities should be excluded from school attendance whether or not the child has a fever.
- A child with a temperature greater than 99.5 degrees should be excluded until the temperature is normal for at least 24 hours without the use of fever-reducing medication.
- Children with persistent vomiting should be excluded from school until vomiting has stopped for at least 24 hours.
- Children with a known or suspected contagious illness should be excluded from school.
- Any child with a rash of undetermined origin needs to stay home until the rash is gone or it has been determined to be non-contagious by a physician and written documentation from physician is provided to school nurse/health aide.
- Any child having a medical procedure requiring general anesthesia needs to be kept home at least 24 hours after anesthesia and have a medical release to attend school (with P.E. recommendations).

- If a child has live head lice, they must shampoo with a lice-specific medicated shampoo and show proof of such treatment upon returning to school (i.e., shampoo box or container). A parent must accompany the child to school the day after treatment so the nurse/health aide may confirm the child's hair is free of all lice.

Final decisions and exceptions regarding attendance for reasons of health of any student will be at the discretion of the school nurse.

### School Insurance
Parents are urged to study the student insurance brochure sent home with each child the first week of school. The plan is entirely voluntary.

### School-wide Emergency Preparedness Plan
Our extensive plan for emergency preparedness includes a practice fire, earthquake, or lockdown drill for staff and students monthly. A large-scale emergency preparedness drill is held involving all staff, students, and parent volunteers annually. In the event it is necessary to evacuate the school, students will be taken to the upper playground or the alternate area, the lower field. More detailed information will be provided during the school year.

## Instructional Program

### School Visitation and Teacher Conferences
We welcome visits by parents, however you need to arrange this with the teacher ahead of time to minimize impact on classroom instructional time. We would suggest delaying your initial visit until after the first few weeks of school so that you can see the regular program in operation and allow an adjustment period for your children. Conferences during class time are not appropriate.

***California State Law requires that all non-students and others without official business in a school building or on the school grounds must register in the school office. This means that all visitors to the school, including parents, must report to the office and sign in. A visitor tag will be issued when you sign in permitting you to remain on school grounds. Although this requirement may be an inconvenience, it was designed to maintain the security and safety of all children while at school.***

### Classroom Assignments
As we assign children to classrooms, we are guided by several factors:

- **Class Size:** A reasonably equitable number of students are assigned to classrooms at each grade level according to District and State policy.

- **Ethnic Balance:** In all classrooms, the racial/ethnic balance may not deviate more than plus or minus 20% from the ethnic make-up of the school.

- **Gender Balance:** The number of boys and girls in each classroom is equalized as much as possible.

- **English Language Proficiency:** English Language Learners are assigned to teachers who have specialized training in English Language Development.

- **Range of Academic Skills:** Students in each classroom will reflect a range of academic skills resulting in heterogeneous groups in each room.

- **Social Adjustment:** Children requiring special social/emotional guidance will be placed with teachers best suited to assist them. An equitable distribution of these particular students will occur.

At Miramar Ranch the placement process is a professional team effort and involves your child's current teacher, any specialists who are familiar with your child (education specialist, speech and language specialist, nurse, psychologist, etc.) and administrator. We individually place children according to their

unique needs. The principal and staff work closely together to make placements, however, the principal is ultimately responsible for the final placement of each student.

The teachers at Miramar Ranch are highly trained professionals who meet students' instructional needs. Students whose primary language is not English, students who qualify for the Gifted and Talented Educational Program (G.A.T.E.), and students who receive special education are placed in classrooms with teachers holding the appropriate credentials.

Student placement has become quite an involved process regarding district and state mandates. The administrative staff will no longer accept letters for student placement decisions or meet with parents on this issue. We ask for parents to place their trust in the administrative and teaching staff of the school as we make student placement decisions.

After school resumes in September, parents who are concerned with their child's placement are encouraged to talk to their child's teacher. Generally, once the parent and teacher talk and begin an open line of communication all concerns subside. Time is also a factor in many cases. **Students will not be moved during the first three weeks of school unless there is a general reorganization of the school.**

## Grade Level and Classroom Configuration

Current enrollment and enrollment forecasts from the District are used to determine a tentative grade level and classroom assignment for each teacher. These assignments are tentative in that enrollments are subject to fluctuations beyond the control of the school. Personnel changes also often occur after the grade level and room assignments are made, sometimes necessitating changes in configuration.

## Reorganization

Reorganization is a normal part of the process of setting up classrooms, at the beginning of the year, due to fluctuations in enrollment.

If reorganization must be made after school begins, we will follow the same process that was used in the spring and parents of students involved in any changes will be notified the day before the moves are made, in writing. We ask that parents be supportive of teachers throughout any reorganization and keep in mind that changes are not made arbitrarily, but out of necessity.

## Homework

Regularly assigned homework is an official policy of the San Diego Unified School District for all students. Homework is designed to help students extend or reinforce concepts presented in the classroom as well as to develop organizational and time management skills. Homework assignments may be given in all subject areas. Some assignments may integrate these subject areas or take the form of a project. While parents are encouraged to assist and supervise children's home learning, they should not do it for them. If you have a concern about the quantity or quality of your child's homework, please contact the teacher.

## Home Reading

The Board of Education mandated that each student enrolled in San Diego City Schools should read and report on a minimum of one book per month, although it is expected that most students will read more (20 minutes daily). This reading is intended to be done outside of the classroom. Parents are asked to encourage students to read at home nightly. Part of the Literacy Standards requires teacher certification and evidence the child has read at least 25 books, including: at least four genres; at least five different authors; and at least four books of the same topic or by the same author or of the same kind.

## Reporting Student Progress

Report cards are distributed three times a year. These dates will occur in November, March, and June. Minimum days are scheduled during the first two reporting periods for parent conferences. Your child may be asked to attend the conference. Although parent conferences occur in November and March, a conference to discuss your child's progress may be scheduled at any time with the teacher.

## Learning Contracts

It is our goal at Miramar Ranch to help each student meet or exceed grade level standards. Students who are identified as performing at less than grade level by standardized or classroom assessments will be put on a learning contract. This contract outlines support and responsibilities of the school, parents and child to assist the student in meeting standards.

Students on learning contracts will be provided additional literacy and math support. This information will be communicated at parent conference meetings.

Parents will be notified if their child is at risk of not meeting grade level standards within the first ten weeks of school for grades 1-5. Kindergarten students shall also be identified at risk of not meeting State standards, though they will not be given a Learning Contract.

## Home/School Communication

Teachers communicate with families using various approaches (newsletters, weekly progress reports, daily behavior cards, personal notes/phone calls). Our goal is to build a bridge between home and school that best supports each student. Please don't hesitate to contact your child's teacher to discuss concerns, celebrate successes, or clarify information. If a problem arises, contact the teacher first. If it cannot be resolved, an administrator will assist in reaching a resolution.

## Website

Visit our school website at http://miramarranch.org/ for all of the latest news pertaining to Miramar Ranch. This is also a means of e-mailing staff members.

## Physical Education

A credentialed physical education teacher directs the physical education program at Miramar Ranch. Students are provided 50 minutes of instruction once a week with the P.E. teacher and another 50 minutes of P.E. time with the classroom teacher. The P.E. program offers students in Kindergarten through fifth grades structured lessons in physical fitness and physical skills development, as well as instruction in recreational and sports skills and games. The P.E. department also oversees outdoor activities such as Running Club, and the Student/Staff softball game. Please make sure your child wears athletic shoes on their P.E. day.

## Instructional Supplies

Students are issued books and materials needed for their studies. They will be responsible for all books and materials entrusted to them. The cost of lost or damaged textbooks and library books will be billed to the student's family in accordance with School District procedures.

## Study Skills Program

All fourth and fifth grade students at Miramar Ranch participate in a study skills program. The goal of the program is to improve students' organizational skills. Students are taught time management, note taking, and assignment organization skills directly in the classroom, which will enable them to experience success throughout their remaining school years.

## G.A.T.E. Program

All G.A.T.E identified, non-seminar students are placed with students of mixed ability in a single classroom where they remain throughout the school day. These G.A.T.E students will comprise 25% or more of each classroom, grades 3-5. The San Diego Unified School District schedules a G.A.T.E Parent Meeting in the Fall. The District provides the opportunity for re-test at grade 5 and for students newly enrolled from out of the district. Please consult the GATE handbook for retest guidelines and qualifying factors.

## English Language Instruction

Students who have been identified as English Language Learners are placed in classrooms with teachers who have been specially trained to teach them. All classes are conducted in English; however, specialized

instruction is woven throughout the daily curriculum to foster English Language Development. In addition, English Learners receive systematic English Language Development as part of their core instructional program.

## Library/Media Center

The goal of the Library/Media Center is to encourage all students to become excited about exploring the wonderful world of books and other resources and to become computer literate. The library/media program assists students in locating and using library information systems and emphasizes practical skills in referencing and researching through the use of standard reference materials as well as digital resources. The ultimate goal is to provide students the opportunity to gain experience in locating information and to encourage students to be self-directed, lifelong learners.

## Book Circulation

The library maintains over 15,000 books with a fully automated circulation system. All students visit the library once per week. Students must have parent permission to check out books. Library books may be checked out for a one-week period. Books may be renewed. When a student has an overdue library book, a lost book, or a damaged book he/she may not check out a new book until the book is returned or a replacement fee is paid.

The library provides a variety of reading materials that serve every child. Teachers furnish literary guidance during classroom visits and encourage self-selection. Library visits extend classroom learning and support curriculum enrichment activities.

## Birthday Books/Celebrations

Parents, relatives, or friends may donate a book to the library in honor of their child's birthday. This book will contain a special bookplate with the honoree's name inscribed on it. This is a wonderful way for the community to become involved in helping the library grow. If every child donated a book for their birthday that would increase our collection by almost 700 books a year!

Please arrange with your child's teacher any birthday celebratory activities/snacks in advance. Most teachers will allow a small snack, individually sized, for each member of the class to celebrate a birthday. Food brought on camput by parents/guardians, volunteers or school staff for student celebrations must be store-bought and commercially prepackaged with a label listing ingredients so that students with food allergies and other health concerns are informed. Sorry, no home-prepared foods are allowed. It should not detract from the instructional program. No balloons, singers or flowers are allowed at school.

## Technology

The district's Technology Plan provides a vision for 21st century teaching and learning that promotes student use of technology to appropriately communicate, solve problems, and access, create, integrate, evaluate, and manage information to improve student achievement. To reach these outcomes, all SDUSD students will have equitable opportunities through the i21 interactive classroom to participate in a 21st century learning environment that is interactive, engaging, and designed to be responsive to both the student's learning needs and learning style.

The media center supports a computer lab of desktop computers. The computer lab uses software that meets instructional needs of the students and coordinates with the classroom curriculum when possible. Multimedia equipment and the integration of this technology enhance student research methods and extend academic enrichment activities across the curriculum.

## Field Trips

Classes may go on up to four instructional field trips throughout the school year. Bus transportation is the preferred form of transportation for all field trips. For all car field trips, the driver must be approved by the Volunteer Coordinator and you must provide a current copy of proof of insurance and a current driver's license to be kept on file with the Volunteer Coordinator. In addition, a parent or guardian must provide signed, written permission for their child to participate at least the day prior to the field trip. Without

authorized written permission, the student is not permitted to participate**.** School-age and younger siblings will not be allowed to attend field trips other than those sponsored by their classroom teacher. **PHONE PERMISSION IS NOT ACCEPTABLE**.

# Student Resources and Opportunities

## Response to Intervention (RTI)

Our school uses a problem-solving model called Response to Intervention (RTI). RTI is based on a series of assessments and interventions used to help determine the nature of your child's academic/behavioral concerns and to develop an effective plan that will help increase his/her level of performance at school. Our RTI team meets on a regular basis to offer assistance to students, teachers, and parents regarding student success.

## Language, Speech, and Hearing Program

A specially credentialed teacher is on site to work with children who have articulation problems, or expressive or receptive language difficulties. Students receiving this service have Individualized Educational Plans (IEP) or have been enrolled in speech improvement classes with an identified need.

## Education Specialist

Students requiring special education assistance receive support from the education specialist to work on specific goals and objectives. These students must have Individual Educational Plans (IEP) and meet State of California criteria to qualify for the program. A specially credentialed teacher is assigned to work with the special education students. Differentiated instruction and specifically designed materials are used to assist the students.

## School Psychologist

The school psychologist serves as a member of the Response to Intervention Team to assess the academic and emotional/behavioral needs of students.

## Student Opportunities for Service

The Miramar Ranch staff encourages student participation in service activities as a necessary ingredient for social development and academic success. Many extra-curricular activities are available to students at different grade levels. Activities include: Student Council, Equipment Managers, Safety Patrol, Peer Buddies, Hawk Ambassadors, cross-age tutors, and more!

## Student Recognition

Students at Miramar Ranch Elementary have the opportunity to receive recognition through awards and school-wide newsletters, "Student of the Week" boards, published student books, P.E. awards, etc. Students are recognized for special talents, academic achievement, or good citizenship. Kindergartners receive awards called "Bear Hugs"; and students in grades 1-5 have the opportunity to earn A.C.E. (Achievement, Citizenship, Effort) and Character Education awards at monthly flag assemblies.

## Choice Program

Scripps Ranch schools are highly impacted by overcrowding. Miramar Ranch has recently been given approval to accept a small amount of Choice students. Limited space is available. Please contact the school office for Choice applications. For more information, contact the Enrollment Options office at 619-725-5672.

# Parent and Community Resources

### Family Faculty Association (FFA)

The Family Faculty Association is a group of parents and faculty members committed to providing the best education possible for the children, both through volunteering time and raising funds. Annual membership is encouraged for all families for any child attending the school. Each year the FFA funds many excellent enrichment programs for our students which include: assemblies, music instruction, science lab, art program, field trips, family programs, special curriculum, supplementary literature, P.E. medals and awards, teacher requests for classroom purchases, and the latest technology advanced equipment.

### Parent Volunteer Program

Volunteers are an essential part of our school program. There are many opportunities to volunteer at Miramar Ranch. The volunteer program is coordinated by the District Volunteer Coordinator – Lisa Kane-Charles, and supported with the help of the Family Faculty Association (FFA). Sign up for the volunteer program on the first day of school in the Multipurpose Room or at Back to School Night. You may also become a volunteer by contacting the FFA, your child's teacher, or by requesting information in the school office with the District Volunteer Coordinator. ALL volunteers must have a current TB clearance and a current school year application on file in the office with the District Volunteer Coordinator.

Parents are encouraged to volunteer in their child's classroom, library/media center, Morning Running Club or Art Corps. Parents can volunteer at a regularly scheduled time, assist with field trips and special events, or offer to complete a task at home to help the class. We welcome any time that you can give.

### Partners in Education

Miramar Ranch Elementary is fortunate to have outstanding business partners to support our school in a variety of ways. Our school has partnerships that are in the process of being developed for the next school year.

### School Based Management Team (SBMT)/School Site Council (SSC)

The SBMT/SSC consists of elected parents, committee representatives, and staff. Elections are held each fall, and members serve a two-year term. This group makes recommendations and decisions concerning budget issues, evaluates school programs and student achievement, and offers suggestions to improve communication between school and community. The SSC meets a minimum of six times a year.

### After School Childcare

Social Advocates for Youth (SAY) operates a licensed childcare program at Miramar Ranch. Their hours of operation are after school until 6 p.m., Monday through Friday. For a complete schedule of fees and services offered, please contact SAY at (858) 565-4148.

# Character Education

The goal of our Character Education program is to create a collaborative partnership between parents, teachers, and school administrators that teaches and reinforces positive character traits to our student body. When parents and teachers are speaking the same language, everyone benefits: the children, the school environment, and the home environment. We focus on introducing one trait a month. Here are the traits we will study each month.

- September: Responsibility
- October: Generosity
- November: Gratitude
- December: Respect
- January: Forgiveness
- February: Honesty
- March: Compassion

- April: Perseverance
- May: Cooperation
- June: Loyalty

The lessons are taught each month by parent volunteers. The teachers and staff will emphasize the traits by acknowledging students who have exhibited the traits.

Additionally, all teachers use the **Second Step** curriculum during weekly classroom lessons. The **Second Step** program helps to develop students self-regulation skills, social-emotional competencies and school-connectedness.

# Discipline Policy

At Miramar Ranch School we are committed to providing quality education for our students. We feel that all children have the right to attend school and feel comfortable and safe. In order to provide an atmosphere which is conducive to the best learning situation, we have developed a plan for positive behavior.

We believe that:
1) All students have the responsibility to learn.
2) All teachers have the responsibility to provide a positive learning environment.
3) All parents have the responsibility to support the students and teaching staff.

## School-Wide Standards

**To ensure a safe, positive, rewarding education experience, we will:**

- **Listen and follow directions the first time**
- **Keep hands, feet, and objects to ourselves**
- **Be courteous, kind, and thoughtful to all**
- **Respect the rights and property of others**
- **Use safe conduct at all times**

**IN OTHER WORDS, WE WILL WORK HARD AND BE NICE!**

**These rules apply on the way to school, at school, and on the way home.**

***Students are **not allowed** to bring the following items to school:

| | | | |
|---|---|---|---|
| Toys / Balls | Electronic Equipment | Skateboards | Gum / Candy |
| Trading Cards | Videos / DVDs | Scooters | Soda |
| CDs / Cassette Tapes | Skates | Top Ramen | Sunflower Seeds |
| IPOD/MP3 players | Heelies | | |

## Confiscation of Student Property

If a child brings any of the above mentioned items to school, or any other item deemed to be of value, the teacher shall confiscate the item in question and send it to the office immediately. We will log it in and put it in a safe place. The teacher will call the parents that same day and let them know about the item and that they can pick it up in the office. If there is any doubt about the value of the item, the item will be sent to the office. If a child brings a "distracter" to school (i.e., toy of little value), the child will be asked to put it in their backpack to take home. We will not be held liable for any item that is lost or is missing.

## Cell Phones, Pagers/Electronic Signaling Devices

Students may only use cell phones, pagers or other electronic signaling devices on the school campus **before** and **after** school. These devices must be kept out of sight and turned off during the instructional

program. **THE SCHOOL IS NOT RESPONSIBLE FOR LOSS, THEFT OR DAMAGE TO ELECTRONIC DEVICES, THEREFORE, IT IS RECOMMENDED THEY NOT BE BROUGHT TO SCHOOL.**

Portable CD players, electronic games, or music players are not allowed on campus. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Unauthorized use is grounds for confiscation by school officials or classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated offenses may lead to disciplinary action.

## Reinforcing the Expected Standards

The following guidelines assist school personnel whenever inappropriate student behavior occurs.

Teacher will activate classroom discipline plan, which will include:

- Establishment and enforcement of classroom rules
- Counseling the child
- Communicating with parents to inform and seek support
- Providing appropriate consequences

## General Procedure for Resolving Behavior Problems

I. All discipline problems to be resolved need to begin with the student, parent and classroom teacher. If a student disregards the rules listed in the handbook, the following steps will be followed.

a. Teachers apply their discipline policies and contact parents.
b. A conference with the administrator and student will be held. Consequences depend on the severity and recurrence of the problem. Examples of possible consequences: school service, after school detention and in-school suspension. The administrator will contact parents by phone at work or home.
c. An in-school suspension (1-2 days) will occur if problem continues. The student will complete a work packet and/or perform school service. Parents will be notified that the next step is a formal suspension. Any misbehavior during in-school suspension will result in a formal suspension.
d. Formal suspension (1-5 days) will be imposed. It becomes a part of the student's permanent record and requires a parent conference with the administrator before the student is allowed to return to class. There are certain offenses that we are required to report to School Police.

### Suspendable Offenses

A student may be suspended from school if they:

1. Cause, attempt to cause, or threaten to cause physical injury to another person.
2. Disrupt school activities or otherwise willfully defy the valid authority of the staff.
3. Unlawfully sell, deal, or otherwise furnish any substance purported to be a controlled substance.
4. Steal, or attempt to steal, school or private property.
5. Commit an obscene act or engage in habitual profanity or vulgarity.
6. Possess, sell, or otherwise furnish, any firearm, knife, explosive, or other dangerous object.
7. Possess or use tobacco on school premises.
8. Cause, or attempt to cause, damage to school or private property.
9. Knowingly receive stolen school or private property.

II. It is important for the parent to contact the classroom teacher first when problems or questions arise. Communication between the teacher, parent, and the student is essential for reaching a successful solution.

III. At specific times, it is necessary to refer specific problems to other personnel such as the nurse, counselor or administrator for additional information that might be related to the cause of the behavioral problems. It may also be necessary to have the student join with the parent, teacher, administrator and auxiliary personnel for individualized counseling and/or home / school contract.

IV. If all efforts fail and the discipline problems continue to exist, parents will be asked to shadow their child in the child's classroom during the school day.

## Student Dress Standard

The students and staff at Miramar Ranch Elementary expect everyone to have high standards of conduct and appearance. Clothing should be suitable and comfortable for normal school activities and should reflect respect, pride, and good standards of the student's home and community. The student's clothing and appearance should not be of such extreme that it draws undue attention to the student nor should his/her clothing and appearance detract or interfere with the teaching and learning in the classroom.

General clothing standards require that children wear shoes at all times. Please adhere the following:

- Tennis shoes or shoes that have a heel of 1" or lower. All shoes must be close toed and have a back strap. This is a safety requirement. Shoes with wheels are not permitted.
- Hats or any form of headgear (caps, beanies, etc…), are to be worn outside only. They may be worn inside if required for religious reasons or with a doctor's note.
- Shirts must cover each shoulder by a minimum of 2" in width. Halters are not to be worn to school. Shirts should be long enough to tuck in. Try this test. When arms are held horizontally at shoulder level, if your back or midriff shows it is too short. Undergarments should not be visible.
- Make-up and hoop/dangling earrings are not allowed.
- Sunglasses may only be worn with a doctor's note.
- Skirts, shorts and dresses must be an appropriate length. Try this test. Place hands along side of body with fingers extended. Length must be a minimum of 2 inches beyond the extended fingers.
- Clothing should be free of inappropriate words, symbols or adult themes.
- A backpack or school bag is a good idea. We recommend rolling styles to avoid carrying heavy bags. Purses are not allowed.
- Clothes should be appropriately sized so that they do not sag or droop unexpectedly.

Students who wear inappropriate clothing will be sent to the office to call home for a change of clothing. If parents cannot be reached, then more appropriate clothing will be supplied for the student.

We appreciate the strong support from all parents in meeting the expected dress code. We intend to consistently and fairly enforce the dress code.

## Bicycles

Children in grades 4 - 5 are permitted to ride bicycles to school. Younger students may ride bicycles to school if accompanied by a parent or guardian.

- Students are required to obey all traffic laws and wear a helmet.
- Bicycles must be licensed.
- Bicycles must be walked, not ridden, on school grounds and sidewalks.
- All bicycles are to be left in the bike racks and must be locked.
- No playing in or around the bicycle racks, before, during, or after school hours.

**Students who do not abide by these rules will lose the privilege of riding their bicycle to school.**
**Miramar Ranch is not responsible for theft or damage to any bicycle.**
**Skateboards, rollerblades, and scooters are not acceptable transportation to and from school.**

We hope that this parent/student handbook was informative and useful to you. We thank you for making Miramar Ranch Elementary School a great place to learn.

# Student Nondiscrimination and Sexual Harassment Policy

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities and will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs.

Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site. If the issue cannot be resolved, the student or parent should contact: **Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal St., Room 1202, San Diego, CA 92103.**

San Diego Unified School District is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately. This includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures. The district believes that it can resolve harassment issues at the school site. If not, student may contact: Title IX Coordinator, Eugene Brucker Education Center, 4100 Normal St., Room 1202, San Diego, CA 92103.

***To file a discrimination or sexual harassment complaint:***

**1.** Filing a complaint: Obtain a copy of the Uniform Complaint Form and procedure from the school or the district's Legal Office. Remedies available outside of the district are listed in this procedure.
**2.** Investigation: San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within 60 days of when the Complaint was file.
**3.** Action: If the district determines that its policies prohibiting sexual harassment have been violated, disciplinary action, up to and including expulsion will be taken.

The person filing the complaint may also pursue action in civil court. Complaints will be kept confidential. The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

# Zero Tolerance for Weapons, Drugs and Violence

The district's Zero Tolerance Policy is designed to make your school a safe environment and to provide an appropriate learning environment for students. It applies to middle and senior high school students. The policy requires suspension or expulsion for students who violate rules related to weapons, controlled substances or violence.
The Board of Education has approved the following Zero Tolerance Policy:

- Use, possession or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.

- Repeated incidents of fighting, violent acts, or causing serious injury to another person will result in a recommendation for expulsion.

- Attempting to commit or committing a sexual assault and/or sexual battery.

- Our district has a NO ALCOHOL, TOBACCO, or other DRUG USE POLICY. If a student is found to be selling, furnishing, or possessing an amount determined to be for more than personal use of controlled/prohibited substances, the student will be recommended for expulsion on a first offense. For possession or use, expulsion will be recommended on the third offense, except for tobacco offenses. If a student is found in possession of tobacco, the student will be recommended for expulsion on the fourth offense.

- In addition to discipline, if a student is found to have violated the law, the student may be arrested and taken to a juvenile detention facility.

- Expulsion from San Diego Unified School District will result in the loss of privileges to attend school or extracurricular activities. A student may be placed in an alternative school or program.

- The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or at a school activity, whether on or off campus.

- Expulsion may be recommended for an offense that occurs during lunch period - off campus, and during, or while going to or from a school-sponsored activity.

**SAN DIEGO CITY SCHOOLS**
**Network Use Guidelines**

**Reference: Administrative Procedure 4580**

Please read the following carefully. This will give you information about the privileges and responsibilities of using the Internet and district networks as part of your student's educational experience.

The district's network provides access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world.

Students will have access to:

- Electronic mail (e-mail) communication with people all over the world.
- Information and news from a variety of sources and research institutions.
- Public domain and shareware software of all types.
- Discussion groups on a wide variety of topics.
- Many university libraries, the Library of Congress, and more!

I. **Responsibilities.** San Diego City Schools has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials. "Harmful matter" means matter that, taken as a whole by the average person applying contemporary statewide standards, describes in a patently offensive way material which lacks serious literary, artistic, political, or scientific value for minors (Penal Code, Section 313).

The teacher/staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. San Diego City Schools takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

II. **Acceptable Use.** The purpose of schools having access to district networks and the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of district networks must be in support of education and research and consistent with the educational objectives of San Diego City Schools. Use of another organization's networks or computing resources must comply with rules appropriate for that network.

III. **Prohibited Use.** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, the distribution of:

a. Any information which violates or infringes upon the rights of any other person.
b. Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
c. Advertisements, solicitations, commercial ventures, or political lobbying.
d. Any information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
e. Any material that violates copyright laws (District Administrative Procedure 7038).

Any vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502).

**Warning**: Inappropriate use may result in the cancellation of network privileges. The site system

Administrator (s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, district procedures, and school site discipline/network use policy.

IV. **Privileges.** The use of district networks and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator or district security administrator to deny, revoke, or suspend specific user access.

V. **Netiquette (Network Etiquette).** The use of district networks requires adherence to rules of network etiquette. These include, but are not limited to, the following:

a. *Be polite*. Do not send abusive messages to *anyone*.

b. *Use appropriate language*. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (**Note**: E-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.)

c. *Maintain privacy*. Do not reveal the personal address or phone numbers of yourself or other persons. Before publishing a student's picture, name, or work on the Internet, the school must have on file a parent release form authorizing publication.

d. *Respect copyrights*. All communications and information accessible via the network should be assumed to be the property of the author and should not be reused without his/her permission.

e. *Do not disrupt the network*. Do not use the network in a way that would disrupt the use of the network by others.

VI. **Security.** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on district networks, you must notify the Educational Technology Department or the security administrator at the Information Technology Department of San Diego City Schools either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to district networks and the Internet.

VII. **Vandalism.** Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

San Diego Unified
SCHOOL DISTRICT

**Please review the following releases. On the School and District Policies & Procedures Signature Page, within the first day packet, you will have an opportunity to let us know whether or not you give permission.**

* * * * * * *

**Media Release**
**2016-2017 School Year**

Dear Parent/Guardian:
Representatives from the news media often visit our campus to take photographs or videotape of students. Please indicate by circling YES or NO on the appropriate line on the School and District Policies & Procedures Signature Page whether your student has your permission to be videotaped or interviewed while at school.

* * * * * * *

**Videotaping Release**
**2016-2017 School Year**

Dear Parent/Guardian:
A representative from the district's Video Services may be on our campus during the school year to videotape your child's classroom. The purpose of the videotaping will be to document a lesson to be shown to teachers and educational colleagues at an upcoming professional development conference, conference for principals or as part of an instructional tape for teachers. It is not a tool to evaluate your child, rather a tool to evaluate and model instructional strategies for teachers. It is possible excerpts of the tape may be used to introduce the Board of Education meetings, which are televised live on Channel 16, and also be made available to teachers outside at a conference or training session. We value your child's participation in this videotaping, and ask for your permission to include him/her in the project. Please indicate by circling YES or NO on the appropriate line on the School and District Policies & Procedures Signature Page whether your student has your permission to be videotaped or interviewed while at school.

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**Miramar Ranch Website**
**2016-2017 School Year**

Occasionally school staff members or members of the FFA have pictures of students or examples of student work that they would like to put on our school's website. Please indicate by circling YES or NO on the appropriate line on the School and District Policies & Procedures Signature Page whether we have your permission to have your child's name, school work or picture published on the Miramar Ranch website for a purpose that is consistent with district policy and procedure, California regulations, and state and federal laws.

San Diego Unified
SCHOOL DISTRICT

# PERMISSIBLE SCHOOL FEES, FUNDRAISING AND DONATIONS

**(see www.sandi.net/staff/studentfees for more information)**

**The following are specific exceptions to the prohibition on fees, charges and deposits at the kindergarten through 12th grade level. These fees, charges and deposits are legally permissible because they are specifically permitted by law.**

1) Charges for optional attendance as a spectator at a school or District sponsored activity.

2) Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law.

3) Paying the replacement cost for District books or supplies loaned to a student that the student fails to return, or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed $10,000.

4) Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.

5) Medical or hospital insurance for field trips that is made available by the school district.

6) Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.

7) Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel “arising from circumstances beyond the control” of the student.

8) Charging for the parking of vehicles on school grounds.

9) Charges for the rental or lease of personal property needed for District purposes, such as caps and gowns for graduation ceremonies

10) Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.

11) Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.
12) Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.

13) Fees for transportation to and from school, and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and provided there is a waiver provision based on financial need.

14) Fees for transportation of pupils to places of summer employment.

15) Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.

16) Tuition fees collected from foreign students attending a District school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance.

17) Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.

18) Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.

19) Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries.

20) Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

# Miramar Ranch School Library/Media Center

During the school year all kindergarten through fifth grade classes will visit the Library/Media Center weekly. In addition to checking out a book, they may browse, read books, and learn library/research skills. During their Media Center visit, they may participate in computer-based activities. Interactive opportunities involving multimedia equipment will be part of your child's learning experience.

Students will be assigned a personal identification number for library use. They will be kept on file in the Library/Media Center to check out books on our automated library circulation system. In addition, every book has been identified in the computer database and issued a barcode number. The system allows swift book check-out, accurate inventory records, and student catalog research opportunities.

In order for your child to be able to check-out books to take home, please indicate by circling YES or NO on the appropriate line on the School and District Policies & Procedures Signature Page.

Books may be returned on the student's library day. Due to the size of our book collection, we ask each student to limit their selection to one book per week. Notices are sent to the student's teacher when a book is overdue. In the event a book is lost or damaged, you will be responsible for replacing the book at a cost of $15.00 per hardcover and $7.00 per paperback (the replacement price may be higher depending on the book). Students may only have one book checked out at a time. Prompt response to overdue or lost notices assures your child a weekly book selection.

Through Book Fairs and library grants we have added many books to our collection. While we are at school teaching students how to care for these books, we appreciate your teaching and reminding students of good book care, too.

**San Diego Unified School District**
**Safe Schools Task Force**

## BULLYING, HARASSMENT, AND INTIMIDATION PROHIBITION POLICY

In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation.

Any staff member that observes, overhears or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its reoccurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.